

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to
the public that the following meetings will be held

THE WEEK OF September 6 - 10, 2010

MONDAY, SEPTEMBER 6, 2010

****Labor Day****

TUESDAY, SEPTEMBER 7, 2010

(No Meetings)

WEDNESDAY, SEPTEMBER 8, 2010

* 1:00 p.m. Special Administration Committee Meeting

Rm 201, Northern Building
305 E Walnut St

* 6:30 p.m. Executive Committee

Rm 200, Northern Building
305 E Walnut St.

THURSDAY, SEPTEMBER 9, 2010

* 5:15 p.m. Human Services Board

Board Room A
Sophie Beaumont Building
111 N Jefferson St

FRIDAY, SEPTEMBER 10, 2010

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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ADMINISTRATION COMMITTEE

Tom Lund, Chair

Jack Krueger, Vice Chair

Kris Schuller, Tony Theisen, Mark Tumpach

SPECIAL ADMINISTRATION COMMITTEE

Wednesday, September 8, 2010

1:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
 1. Resolution re: Initial Resolution Authorizing the Issuance of not to exceed \$5,000,000 Public Safety General Obligation Bonds or Promissory Notes of Brown County, Wisconsin in one or more series at one or more times.
 2. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair
Guy Zima, Vice Chair
Tom Lund, Jesse Brunette, Bernie Erickson
Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Wednesday, September 8, 2010

6:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

**** Please Note Date ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of August 9, 2010.

Other Matters to be Discussed

1. Discussion and possible action re: Diversity Committee. *Held till September meeting.*
2. Presentation from the Human Services Department re: Current Fraud Efforts.

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Reports

4. County Executive Report.
 - a) Budget Status Financial Report for July, 2010.
5. Internal Auditor Report.
 - a) Presentation of 2010 Comprehensive Annual Financial Report (CAFR) by Schenck Business Solutions.
 - b) Budget Status Financial Report for July, 2010.
 - c) Update on Human Resources Benefits Audit.
 - d) Updated on Human Services Audit Committee work.
 - e) Other.
6. Labor Negotiator Report.
 - a) Contract Extension.
7. Board Attorney Report.
 - a) Review Vacation Policy.
8. Legislative Subcommittee Report.
 - a) 2010 Resolutions of the Wisconsin Counties Association.

Vacant Budgeted Positions (Request to Fill)

9. CTP Worker – Human Services.
10. Benefits & Compensation Manager – Human Resources.
11. Benefits Specialist – Human Resources.

Resolution, Ordinances

12. Resolution re: Reclassification of Secretary III Court Commissioner's Office. *Held for one month.*
13. Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed \$5,000,000 Public Safety General Obligation Bonds or Promissory Notes of Brown County, Wisconsin in one or more series at one or more times.
14. Resolution re: Brown County Wisconsin Initial Resolution regarding Industrial Development Revenue Bonds.
15. Resolution re: Adopting Brown County's 2011 Five-Year Capital Improvement Plan.
16. Resolution re: Change in Table of Organization Neville Public Museum Addition of Grant Funded Positions.
17. Resolution re: Creation of Northeast Wisconsin Long-Term Care District.
18. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with Correctional Officer Employees.

Closed Session:

19. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session. *(Safari Restaurant)*

Other

20. Such other matters as authorized by law.

Set date and time for September's Executive Committee meeting (first Monday falls on Labor Day).

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6005 Fax (920) 448-6126

Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, September 9, 2010

SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of August 12, 2010 Human Services Board Meeting.
4. Presentation on Psychiatry and Use of Psychotropic Drugs (Dr. Pareek).
5. Director's Report.
6. Financial Report.
7. Bellin Hospital Statistical Update.
8. Community Treatment Center Statistical Update.
9. Contract Update.
10. Other Matters.
11. Adjourn Business Meeting.

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.


Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.





SEPTEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety Cmte 7:30 p.m. 1	Ed & Rec Cmte 6 p.m. @Golf Course 2	3	4
5	Labor Day 	7	Executive Cmte 6:30 p.m. Special Admin Cmte 1p.m. 8	9	10	11
12	13	Vets' Recognition 5:15pm 14	Board of Supervisors 7:00 p.m. 15	Facility Master Plan SubCmte 5pm 16	17	18
19	20	21	Human Svc Cmte 6 p.m. 22	Admin Cmte 5:30 p.m. 23	24	25
26	Land Con 6:30 p.m. PD&T Cmte (approx 7 p.m.) 27	28	29	30		

BROWN COUNTY COMMITTEE MINUTES

- Brown County Planning Commission Board of Directors (August 4, 2010)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, August 4, 2010
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dotty Juengst	<u>Exc</u>
James Botz	<u>Exc</u>	Dave Kaster	<u>Abs</u>
Keith Chambers	<u>X</u>	Pat Kolarik	<u>X</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantinne, Jr.	<u>X</u>	Ken Pabich*	<u>X</u>
Ron DeGrand	<u>X</u>	Gary Pahl	<u>X</u>
Bernie Erickson	<u>X</u>	Mike Soletski	<u>Exc</u>
Mike Fleck	<u>X</u>	Alan Swatloski	<u>Exc</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Mark Handeland	<u>X</u>	Jerry Vandersteen	<u>X</u>
Greg Henning	<u>X</u>	Tim VandeWettering	<u>Abs</u>
Phil Hilgenberg	<u>Exc</u>	Dave Wiese	<u>X</u>

Others Present: Lisa J. Conard, Chuck Lamine, *Eric Rakers (for Ken Pabich), and Cole Runge.

1. Approval of the minutes of the July 7, 2010, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Wiese, seconded by G. Pahl, to approve the minutes of the July 7, 2010, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes from the July 7, 2010, meeting of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee.

A motion was made by M. Fleck, seconded by B. Erickson, to receive and place on file the draft minutes from the July 7, 2010, meeting of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee. Motion carried.

3. Transportation Improvement Program (TIP) overview.

L. Conard stated the TIP contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects that have been awarded or are eligible for federal funds. There are over 17 different transportation-related funding sources identified for projects proposed in the draft TIP. The Wisconsin Department of Transportation (WisDOT) manages many of the programs. L. Conard stated that the TIP has/does include projects such as the US 41 expansion, Military Avenue, Dousman Street, Green Bay Metro buses and operating assistance, specialized vehicles for the Red Cross

transportation program, and transportation enhancements such as the original Fox River Trail and subsequent improvements.

L. Conard reviewed a typical TIP process:

TIP Process	
1.	Staff collects project information from area agencies and jurisdictions and writes the draft document.
2.	30-day Public Review – July 21 st – August 20 th
3.	Public Hearing – August 4 th
4.	Environmental Consultation with Resource Agencies – August 16 th
5.	BCPC Transportation Subcommittee – August 16 th
6.	BCPC Board of Directors approval – September 1 st
7.	Demonstration of Fiscal Constraint
8.	Approval by WisDOT – late fall/early winter
9.	Incorporation into the STIP – publication in early 2011

4. Public comment opportunity for *Minor Amendment #2 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

N. Dantine turned the comment opportunity over to L. Conard.

L. Conard stated that federal guidelines for a minor TIP amendment require that a public comment opportunity be offered.

L. Conard provided an overview of the amendment:

Project Sponsor	Project Description	New Freedom Funds (Section 5317)	Menominee County	Total
Menominee County	Mobility Manager position & services	\$54,430	\$14,608	\$69,038

L. Conard noted that the project was sponsored by Menominee County in cooperation with Menominee Transit and Menominee Tribe of Indians. The project above is being added to the 2010 element of the *2010-2014 TIP* at the request of the WisDOT. WisDOT staff assigned Menominee County's New Freedom project to the Small Urbanized Funding category. The program provides transportation for Menominee County residents to and from the Green Bay Urbanized Area for employment, education, medical, and social purposes.

N. Dantine asked if the assignment of the program to the urban category had an impact on Brown County.

L. Conard replied no. The request for a mobility manager and associated services within Brown County was fully funded. It is not uncommon for WisDOT staff to move money from

one category to another. The F in SAFETEA-LU, the federal transportation law, stands for flexible.

L. Conard asked three times if anyone wished to speak. Hearing none, the opportunity to comment concluded. L. Conard informed the commission that the requirement for a public comment opportunity has been fulfilled.

5. **Public Hearing:** Public hearing on the draft *2011-2015 Transportation Improvement Program for the Green Bay Urbanized Area* and public hearing on the *Green Bay Metro 2011 Program of Projects*. These public hearings will be held concurrently.

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for the *2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *2011 Green Bay Metro Program of Projects*. The TIP contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects eligible for federal funds. The 2011 Green Bay Metro Program of Projects includes projects for which federal transit funds under Section 5303, 5307, and/or Section 5309 of the Federal Transit Administration Act will be applied.

L. Conard stated that today's hearings will be held concurrently. The hearings will be recorded and a written transcript will be prepared. The transcript, along with any written comments received during the review process, will be forwarded to the Transportation Subcommittee, Brown County Planning Commission Board of Directors, and the Green Bay Transit Commission.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

L. Conard stated that action on the 2011-2015 TIP will be scheduled for September 1.

G. Paul inquired about the Safe Routes to School (SRTS) program. He stated that it was difficult for students in the Wrightstown school district to cross STH 96 when traveling between home and school.

C. Runge stated that the village of Wrightstown, town of Wrightstown, and school district could develop an application and submit it to the state. However, a SRTS application from the Wrightstown area would not be included in the TIP because the project is outside of the urbanized area.

G. Henning stated that the village board has discussed the safety issues with representatives of the school district. Additional discussions will occur in the future. He also stated that pedestrian crossing issues will be addressed when STH 96 is reconstructed in three years.

P. Blindauer asked if the state "rubber-stamps" TIPs.

L. Conard stated in terms of the BCPC recommendations for allocating STP-Urban funds, the state has always gone along with the BCPC's project and funding level recommendations. In terms of the BCPC recommendations for SMIP projects, the state

has deviated from the recommendations from time to time. As for the document in general, the state and federal governments have always found the Green Bay Area TIP to be in compliance.

6. Discussion and action on *Minor Amendment #2 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

A motion was made by K. Chambers, seconded by J. Vandersteen, to approve *Minor Amendment #2 to the 2010-2014 Transportation Improvement Program for the Green Bay Urbanized Area*. Motion carried.

7. Turning Brown County Green Brownfield Site Assessment Grant Funding Application from Brown County for the former S & L vehicle dealership at parcel B-1724-1.

C. Lamine provided an overview of the staff report prepared by Aaron Schuette, Senior Planner.

C. Lamine stated that the staff report recommends approval pending two conditions being met. C. Lamine stated he was informed by A. Schuette earlier in the day that the two conditions had been met.

N. Dantinne reminded the planning commission that the Brown County Board of Supervisors has not approved the purchase of the S & L site as of today and are scheduled to address this at their August 18 meeting.

C. Lamine stated that Brown County has made an offer to purchase. C. Lamine stated that the county attorney would likely recommend an environmental assessment be conducted prior to the purchase. By completing an assessment, we are carrying out due diligence.

C. Lamine stated that an environmental assessment was done several years ago and results were favorable. However, environmental assessments have a short shelf life. In addition, there was an interim use on the property since the last assessment.

B. Erickson stated that the property was clean a few years ago and questioned the need to pursue grant funds to conduct the assessment.

M. Handeland agreed that the county's attorney would recommend this be done. If an assessment is not done, let the buyer beware.

P. Blindauer stated that if this was a private sale, the lending institution would likely require an environmental assessment.

M. Fleck asked if the planning commission should wait to take action until after the Brown County Board of Supervisors makes a decision on the S & L site.

C. Lamine suggested a parallel process in the interest of time. In the event that Brown County proceeds with the S & L site, the environmental assessment would be underway and the county can take advantage of Buy America Bonds, which would save the county a significant amount of money on interest.

A motion was made by G. Pahl, seconded by R. DeGrand, to approve the Turning Brown County Green Brownfield Site Assessment Grant Funding Application from Brown County for the former S & L vehicle dealership at parcel B-1724-1. Motion carried with P. Blindauer abstaining from the vote.

8. Staff presentation of the *SMIP Handbook – Statewide Multi-Modal Improvement Program (SMIP) including the Transportation Enhancements (TE) Program and the Bicycle and Pedestrian Facilities Program (BPFP) – Program Description and Guidelines for 2011, 2012, and 2013/2014.*

L. Conard presented an overview of the report .

L. Conard explained the two programs falling under SMIP and funding availability:

Programs & Funding

1. Transportation Enhancement (TE) - \$6,250,000 statewide for projects each year 2011, 2012, & 2013/2014.
2. Bicycle and Pedestrian Facilities Program (BPFP) - \$5,220,000 statewide for projects each year 2011, 2012, & 2013/2014.

L. Conard explained the process and schedule:

Ranking & Approval Process for 2011, 2012, & 2013/2014 Projects

- Applications due to WisDOT & MPO (August 2nd)
- BCPC staff reviews & ranks projects
- BCPC Transportation Subcommittee reviews & ranks projects (August 16th)
- BCPC Board of Directors considers Transportation Subcommittee rankings & adopts final ranking to be forwarded to WisDOT (September 1st)
- WisDOT review committee ranks projects (October)
- Governor approves projects (late 2010/early 2011)

L. Conard invited commissioners to contact staff if they have any questions about the project applications prior to the planning commission meeting in September. This will

allow staff the necessary time to investigate and have an answer in advance of the September meeting.

To date, only one SMIP application has been received by BCPC staff.

G. Pahl stated that ATVs and snowmobiles should be permitted on the Fox River Trail. This would offer "green" forms of transportation.

L. Conard stated that the trail is a state facility and the state does not allow the use of ATVs.

C. Runge stated that communities can choose to allow snowmobiles on their trail sections.

M. Fleck stated that De Pere does not allow snowmobiles on its trail section because the city is concerned about noise.

G. Pahl stated that ATVs and snowmobiles should be allowed on the trail in Wrightstown and in other communities.

C. Runge stated that the rural communities along the trail could choose to allow snowmobiles on their trail sections. C. Runge pointed out that in the urban area, many homes are close to the trail. It is a different case in the rural area where population density is much lower and homes tend to be much farther away from the trail.

P. Kolarik suggested that snowmobiles may cause conflict with other trail users.

G. Paul stated that the state charges fees for ATV and snowmobile use and believes they should be allowed on the trail.

C. Runge stated that the state also charges many bicyclists to use the Fox River Trail.

9. Director's report.

a. Bay-Lake Regional Planning Commission update.

At the request of Brown County Board of Supervisors Chairman Guy Zima, C. Lamine stated he developed an alternative funding proposal and provided it to the Bay-Lake Regional Planning Commission (BLRPC). The proposal called for Brown County to pay \$45,000 in 2011 and the other member counties to pay at least \$20,000 in 2011. Brown County would still be paying more than the other counties, but some counties would pay more than they have in the past to make up what is lost from Brown County and to better reflect the services they receive from BLRPC.

C. Lamine stated that the BLRPC distributed the proposal to its member counties and Door County (not a member) and other counties rejected the proposal.

C. Lamine stated that he is not optimistic that a funding solution can be found.

C. Lamine stated that there are services that the BLRPC agreed to provide in 2010 that have not been started as of August 4.

C. Lamine stated he would be meeting with BLRPC Interim Director Richard Heath on Thursday, August 5, to discuss the progress of Brown County-related projects, including assistance on the Brown County land use inventory and other matters.

N. Dantine expressed concerns about the BLRPC lease.

C. Lamine stated he had a discussion with Fred Monique of Advance regarding the BLRPC's use of the business incubator as a cost-saving measure. It appears that the BLRPC does not want to use the incubator and is unlikely to pursue this at this time.

C. Lamine stated that he submitted the department's recommended 2011 budget to the County Executive's office, and the budget does not contain funding for the BLRPC per the direction of the Brown County Board of Supervisors.

C. Lamine stated that the planning interns are making substantial progress on the land use inventory.

A motion was made by J. Vandersteen, seconded by G. Pahl, to receive and place on file the Director's Report. Motion carried.

10. Brown County Planning Commission staff updates on work activities during the month of July 2010.

A motion was made by P. Kolarik, seconded by R. DeGrand, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of July 2010. Motion carried.

11. Other matters.

None.

12. Adjourn.

A motion was made by B. Erickson, seconded by D. Wiese, to adjourn. Motion carried.

The meeting adjourned at 7:15 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
August 4, 2010**

July 2010 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Continued to complete an analysis for the proposed Brown County Sheriff's Department facility relocation to the S & L Building. Attended meetings in this regard with the Brown County Executive, Facility Master Plan Subcommittee, Executive Committee, and the Brown County Board of Supervisors.
- Prepared and submitted the 2011 Planning and Land Services Department budget.
- Attended the July Lean Steering Committee meeting.
- Coordinated with Advance for the Brown County Economic Development Revolving Loan program.
- Coordinated a meeting of the Brown County Economic Development Revolving Loan Committee to approve a \$250,000 economic development loan to Synchrotek, Inc.
- Completed Wisconsin Department of Commerce Economic Development Grant Completion Reports.
- Attended the July meeting of the Environmental Impact Statement (EIS) Lead Agencies meeting.
- Worked on developing a Request for Offers document for the old MHC building.
- Attended the July meeting of the Chapter 21 Subdivisions Ordinance Revision Subcommittee.
- Prepared for and presented an update to the Brown County Energy Oversight Committee regarding renewable energy projects and updates regarding the Energy Efficiency Conservation Block Grant (EECBG) projects funding \$620,000 in renewable energy projects for Brown County.
- Developed a funding proposal for the Bay-Lake Regional Planning Commission.
- Met with the Senior Planner and Facility Director on several occasions regarding implementation of the EECBG projects over the next year.
- Attended several meetings of the Energy Community Education Subcommittee for the Brown County 25 x 25 Energy Independence Plan.
- Attended the July meeting of the Planning, Development, and Transportation Committee to discuss the environmental assessment for the County Highway EA and I-43 connection.
- Chaired the July Land Information Committee meeting.
- Facilitated several Planning and Land Services managers and Planning staff meetings.
- Reviewed and assisted with development of draft chapters of the waterfront plan.
- Met with Brown County and City of Green Bay staff regarding possible expansion to the KI Convention Center.
- Met with Brown County staff regarding potential intergovernmental recreational and commuter bike and pedestrian trail.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Finished Safe Routes to School (SRTS) applications for Allouez and Ledgeview and submitted them to the Wisconsin Department of Transportation (WisDOT).

- Developed draft transportation system performance measures for the MPO Long-Range Transportation Plan Update and sent them to the BCPC Transportation Subcommittee for review and comment. Also updated the MPO plan's financial and environmental sections and sent them to the subcommittee for review and comment.
- Completed the MPO's report and reimbursement request to WisDOT for the second quarter of 2010.
- Facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration (FHWA). Also presented the findings of the initial environmental analysis of the four remaining alternatives.
- Began developing the 2011 MPO Transportation Planning Work Program and MPO budget. Also completed a transportation planning grant summary for the Planning Department's 2011 budget.
- Began developing the 2007-2009 Green Bay Metropolitan Area Intersection Crash Study.
- Presented staff reports about CTH GV and the STH 29/CTH EA environmental study to the Brown County Board's Planning, Development, and Transportation Committee. Also answered questions from committee and audience members.
- Met with representatives of the Baird Creek Preservation Foundation and BCPC staff to discuss the possibility of establishing a wetland mitigation bank in the area.
- Participated in an MPO Directors meeting in Madison.
- Participated in a Green Bay Transit Commission meeting.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Completed quarterly reporting requirements for the federal Department of Energy (DOE) and Office of Management and Budgeting (OMB) for Brown County's Energy Efficiency Conservation Block Grant (EECBG).
- Prepared and submitted a reimbursement request for the EECBG program for administrative expenditures through June 2010.
- Provided information to the Facilities Director related to the Buy-American and Davis-Bacon Act provisions of the EECBG program.
- Prepared and submitted the quarterly report for Brown County's U.S. EPA Brownfield Assessment Grant.
- Prepared and submitted a reimbursement request for Brown County's U.S. EPA Brownfield Assessment Grant.
- Visited the O'Keefe site to document brownfield assessment work on July 6.
- Began preparing a summary of brownfield funded projects to date to post on the Brown County website.
- Provided information to the Village of Howard regarding brownfield funding for petroleum sites.
- Coordinated with County and AECOM to prepare an EPA brownfield grant site eligibility determination for the former S & L building in Bellevue.
- Prepared and submitted the quarterly report for Brown County's Wisconsin Coastal Management Program grant for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Attended and presented the draft City of De Pere Comprehensive Plan Update for adoption at the City of De Pere Common Council meeting on the evening of July 6.
- Coordinated and held a Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan Committee meeting on July 7.

- Presented the Wisconsin Working Lands Initiative to Village of Wrightstown landowners on the evening of July 14.
- Coordinated, attended and presented with DATCP at a county-wide workshop on the Wisconsin Working Lands Initiative at the Wrightstown High School Auditorium on the evening of July 14.
- Presented the Wisconsin Working Lands Initiative to a meeting of the Northeastern Chapter of the Wisconsin Society of Land Surveyors on the evening of July 15.
- Attended and presented the Wisconsin Working Lands Initiative at a meeting of the Town of Morrison Planning Commission on the evening of July 21.
- Attended a meeting of the Brown County Land Conservation Subcommittee regarding the Wisconsin Working Lands Initiative on the evening of July 26.
- Continued writing the case study and best practices section of the waterfront plan.
- Prepared two display maps for the Town of Wrightstown for their WLI efforts.
- Received 30 phone calls regarding the Wisconsin Working Lands Initiative in July.
- Worked with the Planning and Land Services Director on preparing budget information for the 2011 budget.
- Met with a representative of UWGB's Learning in Retirement program regarding an upcoming presentation on the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 15 new certified survey maps (CSMs) and one new preliminary plat. Completed review of 12 CSMs and one preliminary plat. Completed county review of two City of Green Bay and City of De Pere CSMs and plats.
- Responded to one public and private Water Quality Letter request.
- Completed one environmentally sensitive area (ESA) amendment.
- Completed one sewer service area (SSA) amendment.
- Completed one subdivision variance.
- Finalized a Town of Lawrence ESA amendment petition related to a map correction where a floodway line moved on the 2009 FEMA maps, benefiting a property owner's buildable space for a patio area without impacting the floodway. Also, 114 square feet of buffer ESA was mitigated in an acreage swap on the property for a landscaped and fenced area.
- Finalized a Town of Ledgeview SSA amendment petition related to the addition of 78.46 acres of sewer service area, mostly for residential use, adjacent to recently constructed sewer and water lines along CTH R (Main Street).
- Finalized a Village of Howard subdivision variance to allow the review of a village approved planned unit development and village approved plat to be approved by Brown County with nine lots having 62.5 feet of street frontage. The lot sizes are larger than adjacent lots to the south and include single-family housing in a transition area between attached housing and apartments.
- Developed solutions for important ESA inquiries in the Village of Bellevue, Village of Suamico, and City of Green Bay among other locations.
- Concerns in the Village of Bellevue continued regarding where an ESA amendment was approved in 2005 for commercial use near CTH XX and CTH O. A proposed building site desires the addition of fill within an ESA setback, which is typically not allowed. The 2005 amendment allowed fill to be added if it was for the purpose of creating a specified floodway. Fill has not yet been put in place, and new FEMA maps do not identify the floodway in the location of the proposed amendment, triggering the need for a LOMR/CLOMR.

- Concerns in the Village of Suamico regarding several pieces of property owned by a family who is trying to divide the land. A large wetland area exists in the rear of the large property, triggering the possibility for approximate wetlands. Staff reviewed the site with the owner's agent when the agent identified where the approximate ESA should be.
- Concerns in the Village of Suamico regarding a manmade wetland near the Urban Edge development. The WDNR has a conservancy easement for the wetland so staff worked with the property owner's agent to ensure the wetland ESA was identified properly for the manmade ESA, which was established by a previously approved amendment.
- Concerns in the City of Green Bay regarding the location of wetlands on the proposed future Veteran's Clinic were addressed. City staff provided data that provided concurrence regarding the location of the ESAs so there would be no disruption in efficient review timelines if the project required a WQM letter from staff.
- Attended Lower Fox Partners meeting regarding great lake restoration initiative projects and marinas.
- Forwarded to Highway Department the MS4 maps, documents, training materials, and GPS which is used to facilitate the annual field screening process. This is a coordinated effort among Planning Commission, Highway Department, and the Health Department. Approximately 114 site visits will be performed in 2010 during dry weather events, storm weather events, and snow melt events. Any collected water samples are tested at the Health Department lab. Performing this task in-house costs approximately \$3,000, a significant savings when compared to contracting the project out.
- Continued incorporating assumed EPA MS4 permit requirements into the year 2010 field screening in order to save process revision time in the future.
- Reviewed draft documents for the Lower Fox Wolf TMDL and provided comments to the Wisconsin Department of Natural Resources. Primary concerns related to not identifying the county in breakout municipality lists for watersheds and suggested TSS reductions that exceeded 40 percent.
- Reviewed agenda and meeting minutes for July 12 monthly Information & Education Committee meeting as county representative of NEWSC organization.
- Reviewed agenda and meeting minutes for July 21 Fox Wolf Watershed Alliance meeting as member of Board of Directors.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Completed writing the *Draft 2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway transit, elderly and disabled, and transportation enhancement projects. Began public outreach effort.
- Prepared documents relating to *Minor Amendment #2 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
- Completed the Green Bay Metro 2nd quarter route review. All of Metro's full service fixed routes were examined.
- Wrote the update to the *SMIP Handbook Statewide Multi-modal Improvement Program (SMIP) including the Transportation Enhancements (TE) Program and the Bicycle and Pedestrian*

Facilities Program (BPFP) Program Description and Guidelines for 2011, 2012, & 2013/14. The document is designed to provide the Brown County Planning Commission Board of Directors and others an overview of the program. Prepared a PowerPoint presentation for the August 4 BCPC Board of Directors meeting.

- Met with Federal Transit Administration staff during their on-site visit to support the *Planning and Program of Projects* section of Triennial Review (audit) on behalf of Metro staff.
- Attended several meetings to discuss Green Bay Metro service options as it relates to the anticipated reduction of federal funding in 2012 and beyond. This will impact the level of services provided to the cities of Green Bay and De Pere; villages of Allouez, Ashwaubenon, and Bellevue; and the Oneida Tribe of Indians.
- Participated in the *GFI Genfare* data training session for the new farebox system installed on Green Bay Metro buses. The new system will allow for advanced data collection and analysis. Metro was awarded ARRA (stimulus) funds to purchase the system.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended the Green Bay Transit Commission meeting on July 21.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Prepared the 2011 Land Records Modernization budget.
- Coordinated drafting of ordinance pertaining to the re-structuring of the LIO Committee into the Land Information Council per Wisconsin Act 314.
- Coordinated and attended a Land Information Office Committee meeting.
- Continued work on the new 2010-2015 Land Records Modernization 5-year Plan.
- Coordinated with Public Safety on cell tower location coordinates.
- Continued to coordinate the aerial photo and LiDAR elevation mapping projects and contracts. Met with USGS liaison; submitted quarterly reports for grants.
- Assisted the Airport with addressing of buildings on the Airport property.
- Assisted the planners with various projects including troubleshooting the GPS receiver.
- Coordinated with Public Safety and Planning on re-configuring the "Common Place" business names and addressing GIS layer.
- Coordinated with Information Services on new GIS server configurations.
- Continued to assist the Port Director with GIS data, easements, and historical maps pertaining to the Cat Island chain.
- Coordinated various addressing and street naming issues between the Sheriff's Department, Public Safety, and municipalities. Also met with Administration to discuss an addressing LEAN initiative.
- Updated the Town of Morrison Zoning Map.
- Continued to work on finishing the 2010 plat book.
- Provided regular updates to GIS datasets to several municipalities (Suamico, Bellevue, and continued to support those with direct-connect into our GIS server such as Green Bay, Ashwaubenon, De Pere, and Howard).
- Provided data and maps to Infiniti Real Estate Appraisal, Robert E. Lee & Associates, Merrill-Lynch, Press-Gazette, Mead & Hunt, Mau & Associates, Wisconsin DOT, Olejniczek Realty, Vandewalle, KL Engineering, Michels, Outagamie County, East-Central Regional Planning Commission, LimnoTech, Integrys, and others.
- Attended the ESRI User Conference in San Diego.
- Assisted many other people with miscellaneous service and data requests.
- Attended staff meetings as needed.

- Continued serving on the Wisconsin Land Information Officers Network (LION) by participating in conference calls to work with legislative issues.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued to work on the Land Use Inventory 2010. The interns are making great progress and we (Brown County) look to be on track to complete the 16 communities that we committed to in January 2010.
- Continued updating the Brown County Bicycle and Pedestrian plan with updates to the Engineering, Education, and Enforcement section as well as updates to the document format including new pictures.
- Continued maintenance of the Google Transit data. Included were updates to multiple routes, shape points, and time points. I also updated the bus stop data to include roughly 100 new pictures of bus stops as well as more up-to-date information about those bus stops that is used by Google Transit users.
- Updated the TIP maps upon request of the Transportation Planner I.
- Coordinated with the Principal Transportation Planner to complete the final four EIS Alternatives maps.
- Updated the De Pere Comp Plan online for the Senior Planner.
- Coordinated with the GIS/Land Records Coordinator and the Senior Planner to update the GPS for the ongoing MS4 field screening. I also produced a new map for the Highway Department to use in the field.
- Worked with Health Department staff to create a map for use in a survey being conducted by the Health Department.
- Produced new addresses as requested.
- Created a map for Emergency Management tracking reports of flooding after the storm on July 14.
- Began work on the new Brown County Snowmobile Map. Working in coordination with Facility & Park Management staff, I have begun updating the trails and points of interest layers in GIS.
- Participated in training at Green Bay Metro for the new trip planning software provided by Trapeze.